

# CEA



## CAREER EXECUTIVE ASSIGNMENT

The State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, age, disability (physical or mental), medical condition (cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, or related medical condition), gender, gender identity, gender expression, sexual orientation, political affiliation, or military and veteran status. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** TRANSPORTATION

**POSITION TITLE:** DEPUTY DISTRICT DIRECTOR, PLANNING, GOODS MOVEMENT AND LOCAL ASSISTANCE

**LEVEL:** CEA B  
(Salary Range \$9,625-\$11,465)

**LOCATION:** DISTRICT 7 – LOS ANGELES

**BULLETIN RELEASE DATE:** DECEMBER 12, 2017

**FINAL FILING DATE:** JANUARY 4, 2018

**CEA NUMBER:** 17CEA20

### DUTIES/RESPONSIBILITIES

Under the general direction of the California Department of Transportation (Caltrans) District 7 Director and Chief Deputy District Director, the incumbent serves as the Deputy District Director for Planning, Goods Movement and Local Assistance in Caltrans District 7 for Los Angeles and Ventura counties. Incumbent directs Transportation Planning; Freight Planning; Project Studies – including Project Initiation Documents; Corridor Studies; and Local Assistance within District 7.

Responsibilities Include:

- Coordinating and directing the planning of a balanced multimodal transportation system within District 7. Efforts relative to this activity include such areas as:

- **System Planning** – Promoting the effective use of existing regional highway system and developing the District's long-range plan for new facilities, operational strategies and modal coordination consistent with the pertinent regional agencies long-range transportation plans, future land use plans, and environmental regulations. Providing travel forecasts for planning and design of state-owned and operated transportation facilities and the analysis of traffic impacts.
  - **Freight Planning** – Managing the goods movement activities for the Southern California Region (Districts 7, 8, and 12) of the state. This includes the analysis of national and international trade trends for their impacts on the state's highways, rail, seaports, airports, and the general transportation network. Through partnership with key representatives of state, federal, regional and local agencies, industry, the private sector, and other department divisions and Headquarters, incumbent develops and implements the multi-district freight goals, strategies, programs and performance objectives in conformance with the Governor's EOB 30-15 and EOB 32-15 and Caltrans' Strategic Management Plan and policies.
  - **Regional Planning** – Coordinating with the Southern California Association of Governments (SCAG) in developing the Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), and related matters; and reviewing SCAG's administration of its Overall Work Program (OWP).
  - **Project Studies** – Preparing Project Initiation Documents (PIDs) which are required to be developed before any major (greater than \$1 million) or high complexity project can be programmed and constructed on the State Highway System.
  - **Local Assistance** – Assisting local agencies in Los Angeles and Ventura counties with state and federal funding programs and with the project development process in order to meet project delivery commitments.
- Representing Caltrans and is the primary contact with federal, state, regional and local agencies regarding the planning and programming of regional transportation facilities within the District 7 area. Maintaining liaison with local government agencies, elected officials, private organizations and individuals in order to coordinate state transportation matters with local activities and plans. Ensuring effective and timely communication between the District and the legislature making maximum use of all District resources. Ensuring the proper parties are aware of upcoming transportation plans and projects; and the appropriate level of communication takes place with each interest group, reducing the occurrence of project delays.
  - Planning, organizing, and directing the activities of Planning, Freight Planning, and Local Assistance. Providing policy and administrative direction to staff in Planning, Freight Planning and Local Assistance. Responsible for the general oversight of four Office Chiefs (Supervising Transportation Planners and Transportation Engineers) within the Division. Ensuring each of the Offices within the Division maintain a positive working relationship both with regional/local agencies and internally with other Caltrans staff members. Participating in the formulation of district goals, policies, and long range plans relative to all functional areas. Recommending and implementing policies, formulating work plans, directing and adopting district specific measurement standards, and evaluating the effectiveness of the operations of the Division of Planning, Freight Planning and Local Assistance in terms of measured achievements.

## MINIMUM QUALIFICATIONS

Applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in civil service.

## KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

**Knowledge of:** the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; Caltrans or California State Transportation Agency's (CalSTA) Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.

**Ability to:** plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to Caltrans or CalSTA's EEO objectives.

These abilities and knowledge are expected to be obtained from supervisory and administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization.)

## EXAMINATION INFORMATION

The examination will consist of a review of each candidate's application and Statement of Qualifications. The minimum and desirable qualifications listed on the bulletin will be used as the evaluation criteria to screen applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities qualify them for this position.

A passing score of 70% or higher must be obtained to establish eligibility. Interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA B, Deputy District Director, Planning, Goods Movement and Local Assistance**, Caltrans. Applications will be retained for twelve months.

## STATEMENT OF QUALIFICATIONS

The Statement of Qualifications (SOQ) is a narrative discussion regarding how the applicant's education, training, experience, and skills meet the Desirable Qualifications for the position. In addition, the SOQ serves as documentation of each applicant's ability to present information clearly and concisely in writing. In your SOQ, please address how you possess each Desirable Qualification using specific examples of your education, training, and experience. The SOQ must be typed, single spaced, 12 point font, and no more than two (2) pages in length. Applicants who do not follow these requirements may be disqualified for the examination. Cover letters and resumes do not take the place of SOQs.

### Desirable Qualifications

- 1) Demonstrated broad and comprehensive knowledge of the transportation planning process; principles, processes and practices of freight and corridor operations; and the theory, policy and practice of transportation performance measurement.
- 2) Demonstrated knowledge of Caltrans' goals, objectives, policy direction and of the functions that would be under his/her supervision, including an understanding of important partnerships between the State, regional/local partners and private developers.
- 3) Demonstrated ability and leadership skills to develop and evaluate policy that improves transportation system productivity; performance objectives and accountability measures that conform to Governor Executive Orders, legislation; and Strategic Management Plans.
- 4) Demonstrated experience directing diverse and complex organizations through change and strategic direction, and knowledge of the organization and functions of California State Government including the principles, practices and trends of public administration, organization, and management.
- 5) Demonstrated ability in the management and reporting of large budgets, administration of large organizations, and setting of performance measures to ensure accountability.
- 6) Demonstrated collaborative skills and monitoring experience leading and managing a diverse and creative workforce, including diplomacy, tact and negotiating skills with an ability and willingness to proactively work in a rapidly changing environment. Ability to foster relationships and build consensus within all levels of the organization.
- 7) Demonstrated interpersonal, leadership, supervisory, and management skills to supervise a diverse, multi-disciplinary professional staff, including techniques of organizing and motivating groups, methods of administrative problem solving, and personnel management techniques.
- 8) Demonstrated ability to effectively apply logic and creativity in decision making processes and successfully apply of motivational and negotiating skills to obtain meaningful results and outcomes.
- 9) Demonstrated expertise to communicate effectively (oral and written) with internal and external stakeholders, participate in and contribute positively at public forums; and serve in a consulting and coordinating capacity with other departmental functional areas statewide.

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL  
BE ELIMINATED FROM THE EXAMINATION.**

**FILING INSTRUCTIONS**

All interested applicants must submit:

- A completed standard original State Application (Form 678).
- A Statement of Qualifications.
- Cover letters and resumes are optional and DO NOT take the place of the Statement of Qualifications.

The application and Statement of Qualifications are to be submitted to:

California Department of Transportation  
Division of Human Resources  
Attn: Ashley Courtney (17CEA20)  
1727 – 30<sup>th</sup> Street, MS #90  
Sacramento, CA 95816-8037

Or via email to:

CEA.MSPexams@dot.ca.gov

Application and Statement of Qualifications must be received or postmarked on the final filing date of **January 4, 2018**. Interagency mail received after this date will not be accepted.

Questions regarding this examination should be directed to: Ashley Courtney at (916) 227-1828.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.